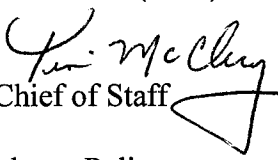




UNITED STATES DEPARTMENT OF COMMERCE  
Office of the Under Secretary for  
Oceans and Atmosphere  
Washington, D.C. 20230

May 15, 2008

MEMORANDUM FOR: NOAA Executive Panel (NEP)  
NOAA Executive Council (NEC)

FROM: Tim McClung   
NOAA Deputy Chief of Staff

SUBJECT: NEP/NEC Attendance Policy

To ensure candid discussion and the provision of quality advice at NEP/NEC meetings, attendance is controlled. Advance notification and/or approval of any expected attendees other than principal members is required.

Effective immediately, the Decision Coordination Office (DCO) will adhere to the following policy regarding attendance at all NEP/NEC meetings:

- Principal members are expected to attend. If unable to attend, a principal may send an alternate senior executive (empowered to speak for the principal) to the meeting. Prior approval is not required, however, DCO staff should be notified (via email at [dco@noaa.gov](mailto:dco@noaa.gov)) of any substitutions prior to the meeting.
- Advisors and Goal Team Leads are not required to attend each NEP/NEC meeting, however they are expected to attend sessions dealing with topics in their functional area(s). Advisors and Goal Team Leads may send a substitute if a lack of representation in their functional area(s) would degrade the effectiveness of the meeting discussion. Prior approval is not required, however, DCO staff should be notified (via email at [dco@noaa.gov](mailto:dco@noaa.gov)) of any substitutions prior to the meeting.
- Depending on topic, Deputy Goal Team Leads, Council Chairs or subject matter experts may attend portions of meetings applicable to their subject matter expertise/interest. *Prior approval is required.*
- Presenters are allowed to be accompanied by *no more than two* subject matter experts regarding their specific presentation/topic. *Prior approval is required.*

Notifications and requests for approval must be made through DCO staff (via email at [dco@noaa.gov](mailto:dco@noaa.gov)) at least 48 hours prior to the meeting.

All requests for exceptions to this policy will be cleared by DCO staff through the Deputy Under Secretary.



NEC Principals:

Under Secretary (Chair)  
Assistant Secretary  
Deputy Under Secretary  
Deputy Assistant Secretary for Oceans  
and Atmosphere  
Deputy Assistant Secretary for  
International Affairs  
NOAA Chief of Staff  
General Counsel  
All Assistant Administrators  
Director, NOAA Marine and Aviation  
Operations

NEC Advisors:

Chief Information Officer  
Chief Financial Officer  
Chief Administrative Officer  
Director, Office of Communications  
Director, Office of Legislative Affairs  
Director, Program Analysis and  
Evaluation  
Director, Workforce Management  
Director, Acquisition and Grants  
Director, Office of Education  
Executive Director to the DUS  
Deputy Chief of Staff

NOAA Goal Team Leads:

Weather & Water  
Ecosystems  
Climate  
Commerce & Transportation  
Sub-Goal for Satellites  
Sub-Goal for Platforms  
Sub-Goal for Leadership  
Sub-Goal for Modeling & Observations

NEP Principals:

Deputy Under Secretary (Chair)  
All Deputy Assistant Administrators  
Deputy Director, Program, Planning  
and Integration  
Deputy Director, NOAA Marine and  
Aviation Operations  
Chief Information Officer  
Chief Financial Officer  
Chief Administrative Officer  
Director of Workforce Management  
Director, Program Analysis &  
Evaluation  
Director, Acquisition and Grants

NEP Advisors:

Deputy Director, Office of Education  
Deputy Director, Office of General  
Council  
Deputy Director, International Affairs  
Deputy Director, Legislative Affairs  
Deputy Director, Communications  
Executive Director to the DUS  
Military Affairs